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U.S. War Shipping Administration

Employees suggestion system

[Washington]

[1944]

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UNITED STATES MARITIME COMMISSION

WAR SHIPPING ADMINISTRATION

Employees Suggestion System

★ ★ ★ *Administrative Order* ★ ★ ★

TO ALL EMPLOYEES OF THE MARITIME COMMISSION AND WAR SHIPPING ADMINISTRATION:

Pursuant to Public Law 254 (78th Congress, 2d Session), approved March 13, 1944, the United States Maritime Commission and the War Shipping Administration are authorized to pay cash awards for suggestions submitted to them by any of their officers or employees in cases where the suggestions, in the opinion of the Commission or the War Shipping Administration, or committees designated by them, would, if adopted, make for substantially increased efficiency, economy, or general improvement in carrying out the duties, powers, or functions of the Commission or the War Shipping Administration, under such rules and regulations as they may prescribe.

The rules and regulations under which suggestions shall be submitted and awards shall be made will be those prescribed by the Commission and the War Shipping Administration, as in effect from time to time.

To carry out the provisions of the above-mentioned Public Law 254, there is hereby created in the Washington office a Central Committee and an Advisory Committee. Also, there is hereby created in each of the field offices an Advisory Committee. The Central Committee and the Advisory Committee in the Washington office shall act for both the Commission and the War Shipping Administration, and the Advisory Committee in each of the field offices shall act for the Commission and/or War Shipping Administration depending upon the organization or organizations composing the particular field office.

It shall be the responsibility and function of the Advisory Committees to receive and carefully analyze suggestions of the officers and employees of their respective offices. The Advisory Committees are authorized to call upon appropriate officers or employees for technical and other advice concerning suggestions received. All suggestions of possible value shall be referred by the Advisory Committee to the executives in charge of the functions to which the suggestions relate, who shall report in writing to the Advisory Committees whether the suggestions should be adopted and put into practical effect, or rejected, giving a full statement of the reasons for their conclusions. All suggestions, after full consideration and analysis by the Advisory Committees and after receipt of reports thereon from appro-

priate executives, shall be forwarded to the Central Committee in Washington by the Advisory Committees with recommendations as to their adoption.

It shall be the responsibility and function of the Central Committee to direct generally the suggestion system, and, in addition, to review suggestions and recommendations forwarded to it by the Advisory Committees and make decisions concerning all matters relating thereto. However, the Central Committee shall make appropriate recommendations for awards to the Commission or the Administrator, War Shipping Administration, as the case may be, and each award shall be subject to approval by the Commission or the Administrator, as the case may be. There shall be no appeal from the decisions of the Central Committee. In the event the Central Committee considers a suggestion submitted involves a patentable idea worthy of an award and the person elects to transfer all rights therein to the United States, rather than proceed under the Act of April 30, 1928, appropriate procedure will be followed to have an application for a patent and an appropriate assignment filed with the Commissioner of Patents, all without expense to the person submitting the suggestion. If granted, an award will be made in such amount as the Commission or the Administrator, as the case may be, may decide, upon recommendation of the Central Committee. The Central Committee is also authorized to call upon appropriate officers or employees for technical and other advice concerning suggestions forwarded to it by the Advisory Committees. The Central Committee shall have a full-time secretary, and other personnel, if necessary, who shall be responsible for the maintenance of proper records, the preparation of such reports as may be required, and the performance of such other duties as the Committee may assign. In addition, the Secretary of the Central Committee shall arrange for the payment of approved awards, after action by the Commission or the Administrator, War Shipping Administration, as the case may be, and shall also notify all persons submitting suggestions which are not worthy of awards, giving a statement of the reasons why they are not considered worthy of awards.

The Executive Director and Executive Officer is hereby authorized to designate the personnel to serve on the Advisory Committees, such designations, whether original designations or designations by reason of vacancies, shall be for periods of one year each.

The following persons are hereby designated to serve as members of the Central Committee: Commissioner J. M. Carmody, Chairman; S. D. Schell, A. J. Williams, Captain M. R. Tawes, J. M. Quinn, F. H. Van Riper, Miss Elizabeth Mann to be a member and also Secretary.

By direction of the
War Shipping Administrator
and
By order of the
United States Maritime Commission,

(Sgd.) A. J. WILLIAMS,
Secretary.

May 2, 1944.

★ ★ *Rules and Regulations* ★ ★

1. *General.*—The rules and regulations herein prescribed cover the uniform suggestion system established in the Washington and field offices of the United States Maritime Commission and the War Shipping Administration. The purpose of the suggestion plan is to give officers and employees an opportunity to make suggestions for increased efficiency, economy, and general improvement in carrying out the duties, powers, and functions of the Commission and the War Shipping Administration.

2. *Organization.*—The suggestion system is operated in Washington and in each of the field offices under the general direction of the Central Committee, which has been created in the Washington office. There has also been created an Advisory Committee in the Washington office and in each of the field offices. The Central Committee and the Advisory Committee in the Washington office will act for both the Commission and the War Shipping Administration, and the Advisory Committee in each of the field offices will act for the Commission and/or War Shipping Administration depending upon the organization or organizations composing the particular field office. The functions of the Central Committee and the Advisory Committees are as hereinafter outlined.

3. *Participation.*—All officers and employees of the Commission and War Shipping Administration in Washington and in the field are eligible to make suggestions regarding any phases of the duties, powers, or functions of the Commission and the War Shipping Administration. However, no supervisory employee will be granted an award under the suggestion system for a suggestion which he is normally expected to make in the course of his work and which he has authority to adopt in his own discretion as a part of his work.

4. *Types of Suggestions Invited.*—Any suggestions for increased efficiency, economy, or general improvement in carrying out the duties, powers, or functions of the Commission and the War Shipping Administration are invited. The following list indicates a number of types of suggestions desired:

Suggestions to—

- improve policies.
- increase cooperation.
- improve quality of work.
- reduce costs.
- eliminate unnecessary or duplicate work.
- improve public relations.
- improve or eliminate forms.
- improve employee health and welfare.
- prevent waste.
- improve office procedures.
- provide short cuts to save time.
- improve working conditions.
- prevent accidents.

This list is intended only to illustrate the types of suggestions which are invited and is, of course, not complete. Any suggestion which an officer or employee thinks is worthwhile will be given careful consideration.

5. *Awards.*—Under the provisions of Public Law 254 (78th Cong. 2d Sess.), approved March 13, 1944, the Commission and the War Shipping Administration are authorized to pay cash awards for suggestions of officers and employees, subject to the maximum limitation of $250 for any one suggestion not involving a patentable idea, and subject to the maximum limitation of $1,000 for any one suggestion involving a patentable idea.

(NOTE.—An officer or employee of the Government having a patentable idea may have certain rights under the Act of April 30, 1928, USC, Title 35, Sec. 45, which he may elect to exercise in lieu of the transfer of all rights therein to the United States under Public Law 254 and the rules and regulations prescribed thereunder. In every case where an officer or employee considers he has a patentable idea, he will be given a full explanation of these rights and an opportunity to decide under which law he desires to proceed.)

6. *All Suggestions Become the Property of the United States.*—All suggestions submitted shall become the property of the United States and there shall be no claim against the United States, its contractors, or others acting on behalf of the United States, by reason of the adoption and use of suggestions by the United States, its contractors, or others acting on behalf of the United States. Each suggestion, in order to be eligible for consideration, must be accompanied by an assignment and agreement signed by the person making the suggestion, as follows:

> "In accordance with the suggestion system established by Public Law 254 (78th Cong. 2 Sess.), approved March 13, 1944, and the rules and regulations prescribed thereunder, and in consideration of the participation by others in such suggestion system and of such award, if any, as may be made to me, I hereby give, grant and assign to the United States all my right, title, and interest in and to the suggestion or the invention or discovery (if any), referred to herein, including, in the case of an invention or discovery, any letters patent granted therefor or any renewals, reissues, extensions, or continuations thereof, and I covenant and agree that the adoption and use by the United States, its contractors, or others acting on behalf of the United States, of such suggestion or of such invention or discovery (if any) shall not form the basis of a claim of any nature against the United States, its contractors, or others acting on behalf of the United States, on the part of myself, my heirs, or assigns. I further covenant and agree that in case of an invention or discovery, I will, if and when requested, cooperate with the United States in securing letters patent and in perfecting title in and to the invention or discovery in the United States by executing and delivering any affidavits, preliminary statements, depositions, assignments, or other documents that may be deemed desirable by the United States in the prosecution of the application, and the securement to the United States of title in and to the invention or discovery, and testify and produce all evidence in my power, all without further cost or expense to me."

7. *Procedure for Filing Suggestions.*—A special form has been prepared for the use of officers and employees in submitting their suggestions. A supply of these forms will be available at all times at the office of the Chairman of the local Advisory Committee and at the suggestions boxes located at convenient places in the various buildings in Washington and in the field as receptacles for receiving suggestions. All persons should use these forms in submitting their suggestions, although suggestions will be given careful consideration so long as they are legibly presented, signed by the persons making the suggestions, and accompanied by an executed assignment and agreement, as aforesaid. Suggestions may be placed in the suggestion boxes or submitted by inter-office or regular mail to the Chairman of the local Advisory Committee. Anonymous suggestions cannot be considered for awards.

8. *Handling of Suggestions.*—Suggestions submitted by officers and employees in the field offices will be received and carefully analyzed by the Advisory Committee of the particular office. Suggestions submitted by officers and employees in the Washington office will be received and carefully analyzed by the Advisory Committee in Washington. The Advisory Committees are authorized to call upon appropriate officers or employees for technical and other advice concerning suggestions received. All suggestions of possible value will be referred by the Advisory Committees to the executives in charge of the functions to which the suggestions relate, who will report in writing to the Advisory Committees whether the suggestions should be adopted and put into practical effect or rejected, giving a full statement of the reasons for their conclusions. *All* suggestions, after a full consideration and analysis by the Advisory Committees and after receipt of reports thereon from appropriate executives, will be forwarded to the Central Committee in Washington by the Advisory Committees with recommendations as to their adoption. The Central Committee will review suggestions and recommendations forwarded to it by the Advisory Committees and make decisions concerning all matters relating thereto. However, the Central Committee will make appropriate recommendations for awards to the Commission or the Administrator, War Shipping Administration, as the case may be, and each award will be subject to approval by the Commission or the Administrator, as the case may be. There will be no appeal from the decisions of the Central Committee. In the event the Central Committee considers a suggestion submitted involves a patentable idea worthy of an award and the person has elected to transfer all rights therein to the United States, rather than proceed under the Act of April 30, 1928, appropriate procedure will be followed to have an application for a patent and an appropriate assignment filed with the Commissioner of Patents, all without expense to the person submitting the suggestion. If granted, an award will be made in such amount as the Commission or the Administrator, as the case may be, may decide, upon recommendation of the Central Committee. The Central Committee is also authorized to call upon appropriate officers or employees for technical and other advice concerning suggestions forwarded to it by the Advisory Committees. In order that there may be absolute impartiality and fairness of consideration, all suggestions will be handled in the strictest confidence. The names of the persons making the suggestions will be removed from the suggestions and the various committees will consider the suggestions by numerical reference.

9. *Announcement and Payment of Awards.*—Approved awards will be announced monthly. In the event the Central Committee determines that no suggestion is sufficiently meritorious for an award, an announcement to that effect will be made. The Secretary of the Central Committee will arrange for the payment of approved awards, after action by the Commission or the Administrator, War Shipping Administration, as the case may be, and shall also notify all persons submitting suggestions which are not sufficiently meritorious for an award, giving a statement of the reasons for such conclusion.

By direction of the
War Shipping Administrator,
and
By order of the
United States Maritime Commission,

(Sgd.) A. J. WILLIAMS,
Secretary.

16—39792—1

Suggestion Advisory Committees

Department of Commerce Building,
Washington, D. C.

14th and Franklin Streets,
Oakland, Calif.

310 South Michigan Avenue,
Chicago, Ill.

Stern Building, 348 Baronne Street,
New Orleans, La.

220 Bush Street,
San Francisco, Calif.

Jefferson Building,
Philadelphia, Pa.

12th Street and Monticello Avenue,
Norfolk, Va.

22 Light Street,
Baltimore, Md.

45 Broadway,
New York, N. Y.

2 Harewood Place,
London, England

Canal Building,
New Orleans 12, La.

REGION I

New England Shipbuilding Corp.,
South Portland, Maine

Federal Shipbuilding & Dry Dock Co.,
Kearny, N. J.

Walsh-Kaiser Co., Inc.,
Providence, R. I.

Pusey & Jones Corp.,
Wilmington, Del.

Sun Shipbuilding & Dry Dock Co.,
Chester, Pa.

Bethlehem-Fairfield Shipyard, Inc.,
Baltimore, Md.

Bethlehem-Sparrows Point Shipyard, Inc.,
Sparrows Point, Md.

North Carolina Shipbuilding Co.,
Wilmington, N. C.

Southeastern Shipbuilding Corp.,
Savannah, Ga.

J. A. Jones Construction Co., Inc.,
Brunswick, Ga.

REGION II

Alabama Dry Dock & Shipbuilding Co.,
Mobile, Ala.

Avondale Marine Ways, Inc.,
Westwego (Avondale), La.

Delta Shipbuilding Co.,
New Orleans, La.

Gulf Shipbuilding Corp.,
Chickasaw, Ala.

Houston Shipbuilding Corp.,
Houston, Tex.

Ingalls Shipbuilding Co.,
Pascagoula, Miss.

J. A. Jones Construction Co.,
Panama City, Fla.

McCloskey & Co.,
Tampa, Fla.

Pendleton Shipyard, Inc.,
New Orleans, La.

Pennsylvania Shipyards, Inc.,
Beaumont, Tex.

St. Johns River Shipbuilding Co., Inc.,
Jacksonville, Fla.

REGION III

Bethlehem-Alameda Shipyard, Inc.,
Alameda, Calif.

California Shipbuilding Corp.,
Wilmington, Calif.

Concrete Ship Constructors,
National City, Calif.

Consolidated Steel Corp.,
Wilmington, Calif.

Kaiser Co., Inc., Yards No. 3 and 4,
Richmond, Calif.

Kaiser Co., Inc.,
Portland, Oregon

Kaiser Co., Inc.,
Vancouver, Wash.

Marinship Corp.,
Sausalito, Calif.

Moore Dry Dock Co.,
Oakland, Calif.

Oregon Shipbuilding Corp.,
Portland, Oreg.

Permanente Metals Corp.,
Richmond Yard No. 1 and 2,
Richmond, Calif.

Western Pipe & Steel Co.,
So. San Francisco, Calif.

Joshua Hendy Iron Works,
Sunnyvale, Calif.

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